



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**INFORMATION SYSTEMS TECHNICIAN  
\$14.60 - \$22.65 HOURLY  
INFORMATION TECHNOLOGY DIVISION  
APPLICATION DEVELOPMENT & MAINTENANCE BUREAU  
SACRAMENTO**

**RESPONSIBILITIES:**

Under close supervision, the Information Systems Technician will assist in planning, designing, and implementing of technical solutions. The incumbent may assist ADAM programmers to modify programs, environments, tables, systems, etc. to accommodate change requirements or system software changes. They may provide support for application systems as needed by the department; develop AD-HOC reports, vendor correspondence, communication links, specifications, and data extracts and imports based on customer requests.

**DESIRABLE QUALIFICATIONS:**

Applicants applying for the position should demonstrate:

- Understanding of database design and programming.
- Ability to communicate well both orally and in writing.
- Ability to adjust to shifting priorities and meet stated deadlines.
- Service oriented with good interpersonal skills.
- Ability to exercise a high degree of initiative, independence, and flexibility.

**SPECIAL PERSONAL CHARACTERISTICS**

A demonstrated interest in assuming increasing responsibility, utilize sound judgment; loyalty; and discretion. Efficiency and accuracy complete data entry work. Demonstrated ability to organize and prioritize work.

**INTERPERSONAL SKILLS**

Ability to interact well with others using tact, poise and effective communication skills.

**WHO MAY APPLY:**

Applications will be accepted from current State employees at the Information Systems Technician level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

09/23/14 RJ

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Information Systems Technician, PSN # 413-105-1360-xxx" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE:**      **Monday, October 6, 2014 - Close of Business (5:00 p.m.)**

**NOTE:**      **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

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